STATE OF WISCONSIN
BEFORE THE DEPARTMENT OF REGULATION AND LICENSING

IN THE MATTER OF THE APPLICATION FOR A PRIVATE SECURITY PERMIT

BOBBY M. LOWE, APPLICANT NOTICE OF DENIAL
OF APPLICANT'S
REQUEST FOR HEARING
AND ORDER

98 RSG 035 59808194R**5**6

TO: Bobby M. Lowe 2519 N. 23rd Street Milwaukee, WI 53206

PLEASE TAKE NOTICE THAT the applicant's request for a hearing on the Department of Regulation and Licensing's (hereinafter "Department") July 31, 1998, Notice of Denial of application for a Private Security Permit in the state of Wisconsin is DENIED.

Based upon the record in this matter, the Department makes the following:

#### FINDINGS OF FACT

- 1. On or about July 20, 1998, Bobby M. Lowe submitted an application for a Private Security Permit. A true and correct copy of Mr. Lowe's application file is attached to this document as Exhibit A. Exhibit A is incorporated by reference into this document.
- 2. In Mr. Lowe's original application materials, he indicated "Yes" in response to the following question:

Have you ever been convicted of a misdemeanor or a felony, or driving while intoxicated (DWI), in this or any other state, **OR** are criminal charges or DWI charges currently pending against you? If YES, complete and attach Form #2252.

- 3. A search of the records of the Crime Information Bureau (CIB) in the Department of Justice indicates a felony conviction and other crimes.
- 4. On or about July 31, 1998, The Department of Regulation and Licensing denied Mr. Lowe's application for licensure based on its determination that Mr. Lowe had been convicted of a felony.
- 5. The findings set forth above are not contested in the applicant's August 3, 1998, request for hearing.

6. The applicant's August 3, 1998, request for hearing does not contain an allegation of any error of fact or of law for his claim that the denial of his application should be overturned.

#### CONCLUSIONS OF LAW

- 1. Based upon the application record and applicant's request for hearing, there exists no issue of material fact upon which a hearing is warranted.
- 2. Applicant's request for hearing does not contain the elements required by administrative code to mandate the grant of a hearing in this matter."
- 3. The applicant's criminal record, which includes a felony conviction, constitutes a bar to the issuance of a security guard permit under section 440.26(5m)(2) of the Wisconsin statutes."

#### <u>ORDER</u>

- 1. Based upon the record in these proceedings, it is ordered that the applicant's request for hearing is **DENIED**, and no hearing shall be scheduled.
- 2. The application of Bobby M. Lowe for a Private Security Permit is **DENIED**.
- 3. This document constitutes the Department's Final Decision and Order in this matter.

Dated this <u>/</u>8 day of August, 1998.

DEPARTMENT OF REGULATION AND LICENSING

On Behalf of the Department

<sup>1</sup> Sec. 227.42, Stats., provides:

Right to hearing. (1) In addition to any other right provided by law, any person filing a written request with an agency for hearing shall have the right to a hearing which shall be treated as a contested case if:

- (a) A substantial interest of the person is injured in fact or threatened with injury by agency action or inaction;
- (b) There is no evidence of legislative intent that the interest is not to be protected;
- (c) The injury to the person requesting a hearing is different in kind or degree from injury to the general public caused by the agency action or inaction; and

#### (d) There is a dispute of material fact.

"Wis. Admin. Code § RL 1 07 provides in pertinent part:

Request for Hearing. . . . The request [for hearing] shall . . . set forth all of the following:

. . . .

(3) A specific description of the mistake in fact or law which constitutes reasonable grounds for reversing the decision to deny the application for a credential. If the applicant asserts that a mistake in fact was made, the request shall include a concise statement of the essential facts which the applicant intends to prove at the hearing. If the applicant asserts a mistake in law was made, the request shall include a statement of the law upon which the applicant relies.

Wis. Admin. Code § RL 1.08(1) provides in pertinent part:

A request shall be granted if requirements in s. RL 1.07 are met . . . .

<sup>111</sup> Sec. 440.26(5m), Stats., provides in pertinent part.

Private security permit. (a) The department shall issue a private security permit to an individual if all of the following apply: ... 2. The individual has not been convicted in this state or elsewhere of a felony, unless he or she has been pardoned for that felony.

## EXHIBIT A INDEX

PAGE(S)	DOCUMENT
1-5	Application for Private Security Permit, dated 7-17-98
6-10	Crime Information Bureau Record Check print-out re: Bobby M. Lowe
11-13	Notice of Denial, dated 7-31-98
14	Affidavit of Mailing, dated 7-31-98
15-16	Request for Hearing, dated 8-3-98

## Department of Regulation & Licensing

State of Wisconsin

Information requested below is required for processing this application.

P.O. Box 8935, Madison, WI 53708-8935

(608) 266-5511

TTY# (608) 267-2416 hearing or speech TRS# 1-800-947-3529 impaired only

FAX# (608) 267-3816

## **BUREAU OF DIRECT LICENSING AND REAL ESTATE** APPLICATION FOR PRIVATE SECURITY PERMIT

TYPE OR PRINT IN INK SECTION A: TYPE OF APPLICANT. Check one of the boxes below and provide required documents. ☐ I hold a current private security permit from the following Wisconsin law enforcement agency or agencies (please attach a photocopy of at least one permit and a recent photo of head and shoulders only): . 🛛 I do not hold a current private security permit from a Wisconsin law enforcement agency. I have enclosed a check or money order made payable to the Department of Regulation and Licensing for \$68 which is the sum of a \$39 registration fee and a \$29 criminal records search. I have also enclosed a properly-completed CIB and FBI fingerprint card and a recent photograph of head and shoulders only. (NOTE: Print your name on your photograph.) SECTION B: TO BE COMPLETED BY APPLICANT. LAST NAME MIDDLE INITIAL FIRST NAME Lowe Enter the Address At Which You Reside. Number PO Box (A P.O. Box alone is not sufficient for licensing.) State IDENTIFICATION INFORMATION, RELATING TO FINGERPRINT CARDS Height Weight Eve Color Hair Color Sex Date of Birth Male BROWN □ Female Month Year How Do You Describe Yourself? Daytime Telephone Number: White, not of Hispanic Origin American Indian or Alaskan Black, not of Hispanic Origin Asian or Pacific Islander Hispanic Other For Receipting Use Only Department Use Only Registration Type Permit Number 108 TRANSACTION \$601 Date Granted Date Expires 41 \$3108 7000 108 SECR GRO CIB FEE 8312  $\mathcal{AO} \mathbf{\Omega}$ TAX Temporary Permit Issued:: TOTAL 70.00 WDRL .00 CIB Name Check Done: 1-21-98 1.1 (4 15:44 20/JUL/98 H1 1-36 (31 CIB FP Card Sent: -21-98 FBI FP Card Sent:

#2271 (Rev. 8/97) Ch. 440.26, Stats.

# State of Wiscon: Department of Regulatio. & Licensing

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STATEMENT OF ARREST OR CONVICTION: MARK AN X IN THE APPROPRIATE BOX.  If you answer YES to any questions, give all details on a separate sheet.									
•	, , , , , , , , , , , , , , , , , , ,	<u>YES</u>	<u>NO</u>						
A.	Have you ever been convicted of a misdemeanor or a felony, or driving while intoxicated (DWI), in this or any other state, OR are criminal charges or DWI charges currently pending against you? <u>If YES, complete and attach Form #2252.</u>	<b>B</b>							
B.	Have you ever surrendered, resigned, cancelled or been denied a professional license or other credential in Wisconsin or any other jurisdiction? If YES, give details on an attached sheet, including the name of the profession and the agency.		⋫						
C.	Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to, any warning, reprimand, suspension, probation, limitation or revocation? If YES, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.	. 🗆	M						
D.	Is disciplinary action pending against you in any jurisdiction? If YES, attach a sheet providing details about pending action, including the name of the agency and status of action.		Ŗ						
E.	Have any suits or claims ever been filed against you as a result of professional services? If YES, submit a copy of the claim or suit and a copy of the final settlement or disposition.		风						
F. Do you currently hold, or have you in the past held, any credential (license) issued by the Department of Regulation and Licensing or any of the Boards? If YES, what type of credential?									
	And if in another name, what name?								
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Sig	nature of Applicant Source, Date Date		<del></del>						

SECTION C: TO BE COMPLETED BY AGENCY EMPLOYER Enter Name of Employing Agency Exactly As It Appears on the Agency's License. Enter the Employing Agency's License Number As It Appears on the Agency's License. Enter the Business Address of he Employing Agency's Main Office. Inter the Main Office 'elephone Number. SIGNATURE OF AGENCY EMPLOYER HE FOLLOWING STATEMENT MUST BE SIGNED BY ONE OF THE FOLLOWING REPRESENTATIVES OF A LICENSED DETECTIVE AGENCY WHO HAS THE AUTHORITY TO IGN ON BEHALF OF THE AGENCY: SOLE PROPRIETOR OWNER OFFICER OF A CORPORATION PARTNER OF A PARTNERSHIP MEMBER OF A LIMITED LIABILITY COMPANY MANAGER OR SUPERVISOR his is to certify that the agency identified in SECTION C above will assume responsibility for the security uard applicant pursuant to the Department rules and will notify the Department of any change in employment

rithin 5 days after the change. To my knowledge all statements on this application are complete, true and orrect.

ignature of Agency Sole Proprietor, Officer, Partner, Member, lanager or Supervisor

ARL RUCKER rint or Type Name of Person Signing Above.

Page 3 of 3

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### Application Addendum

## **CONVICTIONS AND PENDING CHARGES**

[You must complete this form if you checked "Yes" in response to any of the application questions on convictions or pending charges.]

Your application states that you have been convicted of a crime, or that criminal charges are pending against you. The Fair Employment Act (sections 111.31 through 111.395 of the Wisconsin Statutes) prohibits employment discrimination on the basis of conviction record or arrest record unless the circumstances of the conviction or arrest "substantially relate to the circumstances of the particular job or licensed activity". The information requested in this form will be used to determine whether your application should be granted, approved with limitations, or denied. This form must be signed and notarized. The information you provide in this form may be verified against criminal information records, and an omission of information on this form will be considered a false statement on an application.

For questions,	contact	Marlene	Maly,	Bureau	of I	Direct	Licensing	and	Real	Estate,	at (	(608)	266-5	511,
press 3, press 2	2)													

For questions, contact Marlene Maly, Bureau of Direct Licensing and Real Estate, at (608) 266-551 press 3, press 2)
(Hearing or speech impaired only: TTY# (608) 267-2416; TRS# 1-800-947-3529).
Please Type or Print in Ink
Name: Bobby M. Low F. Date of Birth: 03/21/5-1  Address: 2519 North 23 rd. St.  Race*: BLK Sex*: M. Social Security Number**: 393-54-1306  *This information is necessary to check criminal information records. **This information helps us but is voluntary.  1. List any other names you have ever used, especially any names under which you have been arrested:  NAME: 100 by M. Low F. Date of Birth: 03/21/5-1  Address: 2519 North 23 rd. St.  Social Security Number**: 393-54-1306  **This information is necessary to check criminal information records. **This information helps us but is voluntary.  1. List any other names you have ever used, especially any names under which you have been arrested:  NAME: 100 by M. Low F. Date of Birth: 03/21/5-1
2. List all felonies, misdemeanors, traffic crimes and other violations of state or federal law of which you have ever been convicted, in this or any other state, whether the conviction resulted from a ple of no contest or a guilty plea or verdict. For each, list the date of conviction, the location of the cour (county and state) and the complete sentence received (fine, imprisonment, probation, etc.). Do not include municipal ordinance violations or traffic offenses, except: include convictions for an offenses involving alcohol or drug use, especially convictions for operating a motor vehicle while intoxicated (OWI, DUI, etc.). Attach another sheet if necessary.
Offense Possesion Marjana 1-80 Milw Probation DWI 03/21/87 Milw
3. Have you ever been sentenced by a court to participate in an alcohol or other drug assessment treatment, or counseling program? Yes No.
4. If your answer to the above is "yes", did you successfully complete the program? Yes Now When? 1980 1981 What evidence can you provide that you successfully complete the program? (Attach certificate of completion or provide name and address of agency for verification.)  NONE, EXCEPT I HAVE REEN CLEAN OF AND DRIP OR ACHORLES IN ID YEARS.

#2252 (9/96)

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MILWAUKEE OD DISTRICE ATTORNEY

UTH, DIRECTOR, CIR, MADISON, WI

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## State of Wisconsin \ DEPARTMENT OF REGULATION & LICENSING



Secretary

Tommy G Thompson Governor

July 31, 1998

1400 E WASHINGTON AVENUE
P O BOX 8935
MADISON WISCONSIN 53708-8935
E-Mail dort@mail state wi us
(608) 266-2112

FAX# (608) 267-0644

BOBBY M LOWE 2519 N 23RD ST MILWAUKEE WI 53206

RE: APPLICATION FOR PRIVATE SECURITY PERMIT; NOTICE OF DENIAL

Dear Mr. Lowe:

PLEASE TAKE NOTICE that the State of Wisconsin, Department of Regulation and Licensing (department), has reviewed your application for a private security permit and denies the application for the following reasons:

#### A. Reasons for Denial:

- 1. The application for a private security permit requires that you answer question "A" under "STATEMENT OF ARREST OR CONVICTION" on the application form which states:
  - A. Have you ever been convicted of a misdemeanor or a felony, or driving while intoxicated (DWI), in this or any other state, OR are criminal charges or DWI charges currently pending against you? If YES, complete and attach Form #2252.
- 2. Your response to question "A" was to check the box marked "YES". You completed Form #2252 (CONVICTIONS AND PENDING CHARGES) indicating that you were convicted in 1980 of possession of marijuana and convicted in 1987 of DWI.
- 3. According to information received from the Department of Justice, Crime Information Bureau (CIB) and the Milwaukee County Clerk of Court's Office, you were convicted of a felony of deliver controlled substance on September 8, 1983.
- 4. Documentation on file establishes that you have been convicted of a felony, therefore, you do not qualify for a private security permit.

- B. The legal basis for this decision is:
  - 1. Section 440 26(5m)(a)2, Stats., states:
    - (5m) Private security permit. (a) The department shall issue a private security permit to an individual if all of the following apply:
    - 2. The individual has not been convicted in this state or elsewhere of a felony, unless he or she has been pardoned for that felony.

CLETUS J. HANSEN, DIVISION ADMINISTRATOR
DIVISION OF BUSINESS LICENSURE AND REGULATION

#### NOTICE OF RIGHT TO HEARING ON CREDENTIAL DENIAL

PLEASE NOTE that you have a right to a hearing on the denial of your application if you file a request for hearing in accordance with the provisions of Ch. RL 1 of the Wisconsin Administrative Code. You may request a hearing within 45 calendar days after the mailing of this notice of denial. Your request must be submitted in writing to the:

Department of Regulation and Licensing Bureau of Direct Licensing and Real Estate 1400 East Washington Avenue PO Box 8935 Madison, WI 53708-8935

The request must contain your name and address, the type of credential for which you have applied, a specific description of the mistake in fact or law that you assert was made in the denial of your credential, and a concise statement of the essential facts which you intend to prove at the hearing. You will be notified in writing of the department's decision. Under s. RL 1.08 of the Wisconsin Administrative Code, a request for a hearing is denied if a response to a request for a hearing is not issued within 45 days of its receipt by the department. Time periods for a petition for review begin to run 45 days after the department has received a request for a hearing and has not responded.

## NOTICE OF RIGHT TO WITHDRAW REQUEST FOR HEARING

A request for hearing may be withdrawn at any time. Upon the filing of a request for withdrawal, the credentialing authority shall issue an order affirming the withdrawal of a request

for hearing on the denial. Such a withdrawal shall be with prejudice unless otherwise expressly stated in the order.

If you have any questions concerning this matter, contact Marlene Maly at 608-266-5511 Ext. 32.

## STATE OF WISCONSIN DEPARTMENT OF REGULATION AND LICENSING

In The Matter Of The Application For A	:
Private Security Permit For BOBBY M. LOWE,	: AFFIDAVIT OF MAILING
Applicant	: AFFIDAVII OF MAILING
STATE OF WISCONSIN )	
COUNTY OF DANE )	
I, Marlene M. Maly, having been du correct based on my personal knowledge:	uly sworn on oath, state the following to be true and
1. I am employed by the Wisco	onsin Department of Regulation and Licensing.
above-described document i above-named applicant and	I served the annexed Notice of y enclosing a true and accurate copy of the in an envelope properly stamped and addressed to the placing the envelope in the State of Wisconsin mail United States Post Office by first class mail.
·	g the Decision is the address that appears in the s the applicant's last-known address and is:
2519 N 23RD ST MILWAUKEE WI 53206	Marlene M. Maly Department of Regulation and Licensing
Subscribed and sworn to before me this 31 st day of July, 1998.  Reacher Reterson  Notary Public, State of Wisconsin  My Commission Expires 2/7/9	ROMANNE OF WISCONSILLE OF WISCONSILL
	THE PUBLISHED

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- 3. Section 440.26 (5m)(a) 2, state, seems to be contrary to another law which whate that & should mot be derived employment due to arrest and consiction record.
- 4. My conviction record do not seem to the to me, to substantially relates to the practice of a security quard, and since it has been at least 15 years is ince my conviction, & feel your edepartment should reconsider my capital request and grant me a permit.
- 5. I am a christian soldier mow, and would not think of violating the law again.

Very Truly purs,

Bobby M. Soive 2519 W. 23 Rd Street Melwanker, WI. 53206

Tel # 414-372-4644 Answer 414-449-9094

## STATE OF WISCONSIN BEFORE THE DEPARTMENT OF REGULATION AND LICENSING

In the Matter of the Application for a Private Security Permit

Bobby M. Lowe,

AFFIDAVIT OF MAILING

Applica	nt.	 		
STATE OF WISCONSIN	)			
COUNTY OF DANE	)			

- I, Kate Rotenberg, having been duly sworn on oath, state the following to be true and correct based on my personal knowledge:
  - I am employed by the Wisconsin Department of Regulation and Licensing. 1.
- On August 25, 1998, I served the Notice of Denial of Applicant's Request for Hearing and Order dated August 18, 1998, LS9808194RSG, upon the Applicant Bobby M. Lowe by enclosing a true and accurate copy of the above-described document in an envelope properly stamped and addressed to the above-named Applicant and placing the envelope in the State of Wisconsin mail system to be mailed by the United States Post Office by certified mail. The certified mail receipt number on the envelope is Z 233 819 716.
- 3. The address used for mailing the Decision is the address that appears in the records of the Department as the Applicant's last-known address and is:

Bobby M. Lowe 2519 N. 23rd Street Milwaukee WI 53206

Kate Rotenberg

Department of Regulation and Licensing

Office of Legal Counsel

Subscribed and sworn to before me

Notary Public, State of Wisconsin My commission is permanent.

#### NOTICE OF RIGHTS OF APPEAL

TO: BOBBY M LOWE

You have been issued an Order. For purposes of service the date of mailing of this Order is . Your rights to request a rehearing and/or judicial review are summarized below and set forth fully in the statutes reprinted on the reverse side.

#### A. REHEARING.

Any person aggrieved by this order may file a written petition for rehearing within 20 days after service of this order, as provided in section 227.49 of the Wisconsin Statutes. The 20 day period commences on the day of personal service or the date of mailing of this decision. The date of mailing of this Order is shown above.

A petition for rehearing should name as respondent and be filed with the party identified below.

A petition for rehearing shall specify in detail the grounds for relief sought and supporting authorities. Rehearing will be granted only on the basis of some material error of law, material error of fact, or new evidence sufficiently strong to reverse or modify the Order which could not have been previously discovered by due diligence. The agency may order a rehearing or enter an order disposing of the petition without a hearing. If the agency does not enter an order disposing of the petition within 30 days of the filling of the petition, the petition shall be deemed to have been denied at the end of the 30 day period.

A petition for rehearing is not a prerequisite for judicial review.

#### B. JUDICIAL REVIEW.

Any person aggrieved by this decision may petition for judicial review as specified in section 227.53, Wisconsin Statutes (copy on reverse side). The petition for judicial review must be filed in circuit court where the petitioner resides, except if the petitioner is a non-resident of the state, the proceedings shall be in the circuit court for Dane County. The petition should name as the respondent the Department, Board, Examining Board, or Affiliated Credentialing Board which issued the Order. A copy of the petition for judicial review must also be served upon the respondent at the address listed below.

A petition for judicial review must be served personally or by certified mail on the respondent and filed with the court within 30 days after service of the Order if there is no petition for rehearing, or within 30 days after service of the order finally disposing of a petition for rehearing, or within 30 days after the final disposition by operation of law of any petition for rehearing. Courts have held that the right to judicial review of administrative agency decisions is dependent upon strict compliance with the requirements of sec. 227.53 (1) (a), Stats. This statute requires, among other things, that a petition for review be served upon the agency and be filed with the clerk of the circuit court within the applicable thirty day period.

The 30 day period for serving and filing a petition for judicial review commences on the day after personal service or mailing of the Order by the agency, or, if a petition for rehearing has been timely filed, the day after personal service or mailing of a final decision or disposition by the agency of the petition for rehearing, or the day after the final disposition by operation of the law of a petition for rehearing. The date of mailing of this Order is shown above.

The petition shall state the nature of the petitioner's interest, the facts showing that the petitioner is a person aggrieved by the decision, and the grounds specified in section 227.57, Wisconsin Statutes, upon which the petitioner contends that the decision should be reversed or modified. The petition shall be entitled in the name of the person serving it as Petitioner and the Respondent as described below.

#### SERVE PETITION FOR REHEARING OR JUDICIAL REVIEW ON:

STATE OF WISCONSIN DEPARTMENT OF REGULATION AND LICENSING

1400 East Washington Avenue P.O. Box 8935 Madison WI 53708-8935 227 49 Petitions for rehearing in contested cases.

(1) A petition for rehearing shall not be a prerequisite for appeal or review. Any person aggrieved by a final order may, within 20 days after service of the order, file a written petition for rehearing which shall specify in detail the grounds for the relief sought and supporting authorities. An agency may order a rehearing on its own motion within 20 days after service of a final order. This subsection does not apply to s 17 025 (3) (e) No agency is required to conduct more than one rehearing based on a petition for rehearing filed under this subsection in any contested case.

(2) The filing of a petition for rehearing shall not suspend or delay the effective date of the order, and the order shall take effect on the date fixed by the agency and shall continue in effect unless the petition is granted or until the order is superseded, modified, or set

aside as provided by law

(3) Rehearing will be granted only on the basis of

- (a) Some material error of law.
- (b) Some material error of fact.
- (c) The discovery of new evidence sufficiently strong to reverse or modify the order, and which could not have been previously discovered by due diligence.

(4) Copies of petitions for rehearing shall be served on all parties of record. Parties may file replies to the petition

- (5) The agency may order a rehearing or enter an order with reference to the petition without a hearing, and shall dispose of the petition within 30 days after it is filed. If the agency does not enter an order disposing of the petition within the 30-day period, the petition shall be deemed to have been denied as of the expiration of the 30-day period.
- (6) Upon granting a rehearing, the agency shall set the matter for further proceedings as soon as practicable. Proceedings upon rehearing shall conform as nearly may be to the proceedings in an original hearing except as the agency may otherwise direct. If in the agency's judgment, after such rehearing it appears that the original decision, order or determination is in any respect unlawful or unreasonable, the agency may reverse, change, modify or suspend the same accordingly. Any decision, order or determination made after such rehearing reversing, changing, modifying or suspending the original determination shall have the same force and effect as an original decision, order or determination.

#### 227 53 Parties and proceedings for review.

(1) Except as otherwise specifically provided by law, any person aggrieved by a decision specified in s 227 52 shall be entitled to judicial review thereof as provided in this chapter.

(a) 1. Proceedings for review shall be instituted by serving a petition therefor personally or by certified mail upon the agency or one of its officials, and filing the petition in the office of the clerk of the circuit court for the county where the judicial review proceedings are to be held. If the agency whose decision is sought to be reviewed is the tax appeals commission, the banking review board, the consumer credit review board, the credit union review board, the savings and loan review board or the savings bank review board, the petition shall be served upon both the agency whose decision is sought to be reviewed and the corresponding named respondent, as specified under par (b) 1. to 5.

2. Unless a rehearing is requested under s. 227.49, petitions for review under this paragraph shall be served and filed within 30 days after the service of the decision of the agency upon all parties under s. 227.48 If a rehearing is requested under s. 227.49, any party desiring judicial review shall serve and file a petition for review within 30 days after service of the order finally disposing of the application for rehearing, or within 30 days after the final disposition by operation of law of any such application for rehearing. The 30-day period for serving and filing a petition under this paragraph commences on the day after personal service or mailing of the decision by the agency

3. If the petitioner is a resident, the proceedings shall be held in the circuit court for the county where the petitioner resides, except that if the petitioner is an agency, the proceedings shall be in the circuit court for the county where the respondent resides and except as provided in ss. 77.59 (6) (b), 182.70 (6) and 182.71 (5) (g). The proceedings shall be in the circuit court for Dane county if the petitioner is a nonresident. If all parties stipulate and the court to which the parties cesire to transfer the proceedings agrees, the proceedings may be held in the county designated by the parties. If 2 or more petitions for review of the same decision are filed in different counties, the circuit judge for the county in which a petition for review of the decision was first filed shall determine the venue for judicial review of the decision, and shall order, transfer or consolidation where appropriate

(b) The petition shall state the nature of the petitioner's interest, the facts showing that petitioner is a person aggreed by the decision, and the grounds specified in s. 227 57 upon which petitioner contends that the decision should be reversed or modified. The petition may be amended, by leave of court, though the time for serving the same has expired. The petition shall be entitled in the name of the person serving it as petitioner and the name of the agency whose decision is sought to be reviewed as respondent, except that in petitions for review of decisions of the following agencies, the latter agency specified shall be the named respondent:

l...

(c) A copy of the petition shall be served personally or by certified mail or, when service is timely admitted in writing, by first class mail, not later than 30 days after the institution of the proceeding, upon each party who appeared before the agency in the proceeding in which the decision sought to be reviewed was made or upon the party's attorney of record. A court may not dismiss the proceeding for review solely because of a failure to serve a copy of the petition upon a party or the party's attorney of record unless the petitioner fails to serve a person listed as a party for purposes of review in the agency's decision under s. 227.47 or the person's attorney of record.

(d) The agency (except in the case of the tax appeals commission and the banking review board, the consumer credit review board, the credit union review board, the savings and loan review board and the savings bank review board) and all parties to the proceeding before it, shall have the right to participate in the proceedings for review. The court may permit other interested persons to intervene. Any person petitioning the court to intervene shall serve a copy of the petition on each party who appeared before the agency and any additional parties to the judicial review at least 5 days prior to the date set for hearing on the petition

(2) Every person served with the petition for review as provided in this section and who desires to participate in the proceedings for review thereby instituted shall serve upon the petitioner, within 20 days after service of the petition upon such person, a notice of appearance clearly stating the person's position with reference to each material allegation in the petition and to the affirmance, vacation or modification of the order or decision under review Such notice, other than by the named respondent, shall also be served on the named respondent and the attorney general, and shall be filed, together with proof of required service thereof, with the clerk of the reviewing court within 10 days after such service. Service of all subsequent papers or notices in such proceeding need be made only upon the petitioner and such other persons as have served and filed the notice as provided in this subsection or have been permitted to intervene in said proceeding, as parties thereto, by order of the reviewing court.